

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1236

**TITLE:** HUMAN RIGHTS SPECIALIST IV

**GRADE:** S-31

**DEFINITION:**

Under direction of the Executive Director of the Human Rights Commission, serves as the senior professional in the Office of Human Rights to assist in planning, coordinating and directing all administrative and managerial activities; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Human Rights Specialist IV differs from the Executive Director, Human Rights in that the Human Rights Specialist IV coordinates and manages various Human Rights programs and activities, whereas the Executive Director, Human Rights plans, develops and directs all activities and programs of the Commission.

The Human Rights Specialist IV differs from the Human Rights Specialist III in that the Human Rights Specialist IV, under direction, coordinates and manages various activities of the Commission whereas the Human Rights Specialist III supervises the activities of a group of Human Rights Specialists or manages the County's Fair Housing Program.

**ILLUSTRATIVE DUTIES:**

Supervises agency caseload, ensuring that appropriate investigative procedures are followed and all requirements of the Human Rights Ordinance are met;

Evaluates more complex, case related problems as presented by complainants or Human Rights staff and provides advice on how to proceed;

Manages agency budget, purchasing, human resource and systems management activities;

Prepares and/or oversees the preparation of the Human Rights Commission annual report to the Board of Supervisors as well as other reports on agency activities, special cases and developments in the Human Rights field;

Supervises the daily activities of agency staff and oversees their professional training;

Develops and provides training on compliance with the Human Rights Ordinance as well as state and federal statutes relating to Human Rights to County employees and the public;

Develops procedures and processes to evaluate overall Commission performance.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of applicable federal civil rights laws, the Fairfax County Human Rights Ordinance, legal precedents and applicable case law;

Knowledge of methods used to develop various statistical surveys, reports, etc;

Ability to analyze various problems in the Human Rights area and provide guidance and/or direction on resolution;

Ability to present written or oral recommendations on Human Rights issues, both internally and to the public at large;

Ability to mediate complaints and reach effective compromises on complicated and often very sensitive Human Rights complaints;

Ability to promote Human Rights programs in various public forums;  
Ability to manage Human Rights Commission staff;  
Ability to communicate effectively, both verbally and in writing;  
Ability to interface with various racial, ethnic and socioeconomic groups.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited law school; PLUS  
Three years of experience in Human Rights or a closely related field; OR  
Graduation from an accredited college or university with a bachelors degree in the humanities;  
PLUS  
Six years of experience in Human Rights or a closely related field.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: March 14, 2002